

INVESTMENTS

Alexander Forbes, 115 West Street, Sandown, 2196
PO Box 786055, Sandton, 2146
Telephone number: 0860 333 316
General queries email: AFInvestcontactcentre@alexforbes.com
Transactional email: AFInvestinstructions@alexforbes.com
Website: www.alexforbes.com/za/en/

Application Form for Individual Investor Unit Trust Scheme

Guide for investing

- STEP 1**
Make an informed decision
- Read the **MINIMUM DISCLOSURE DOCUMENT(S)** (fact sheet(s)), and the **PORTFOLIO SUMMARY** to assist you in making an informed investment decision. These documents form part of this application form and are available on our website.
 - Read the **SCHEDULE OF FEES AND CHARGES** that is available on our website for more information on any classes available for investment in a portfolio.
 - If you do not have access to the Internet or are not able to access these documents on our website, you can request them from us or from your financial adviser.
 - To fully understand the costs involved for this application, please speak to your financial adviser or call our Contact Centre on 0860 333 316, to obtain an Effective Annual Cost (EAC) disclosure.
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- STEP 2**
Complete the application form
- Complete all fields marked with an asterisk (*).
 - Read and agree to the **TERMS AND CONDITIONS** and the **UNIT TRUST TAX INFORMATION SHEET FOR INDIVIDUALS**. These documents form part of this application form and are available on our website. If you do not have access to the Internet or are not able to access these documents on our website, you can request them from us or from your financial adviser.
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- STEP 3**
Submit your application form
- **Email:** AFInvestinstructions@alexforbes.com
 - **For assistance phone:** 0860 333 316
 - To ensure efficient handling of your application, it is important that all the initial stated requirements are supplied together with the completed application form. You agree to provide all documentation and information required in terms of the *Financial Intelligence Centre Act, 2017* as amended ("*FIC Act*"), and understands that Alexander Forbes Investments, as an Accountable Institution ("AI"), is prohibited from processing any business transactions on your behalf until all such documentation and information has been received as part of its customer due diligence procedures. We may also at any time require additional information to meet our statutory obligation in this regard as part of our due diligence procedure. Your prompt response to our requests, where the information form is incomplete or we have outstanding documentation or both, will assist us to meet your expectations.
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- STEP 4**
Submit supporting documents
- Supporting documentation must be attached to your application, please refer to the **FICA REQUIREMENTS FOR INDIVIDUALS** document for our requirements.
 - Proof of your Bank Details (e.g. certified copy of a posted bank statement or a bank confirmation letter stamped by the bank, it may be a digital one or ink stamp (not older than three (3) months).
 - Proof of authority to represent the investor if you are acting on behalf of the investor.
- We reserve the right to request additional information.
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- What happens next?**
- Once your documentation has been identified and verified, your financial adviser, or our Contact Centre, will send our banking details to you to make payment.
 - We will process your application once we have received all the required documents and verified the information you provided.
 - You will receive an SMS or email confirmation once your application has been processed.
 - You will receive a welcome letter and statement within five business days of your application having been processed and your investment received.

Investor details

Please complete all fields marked with an asterisk (*).

Client type*

Natural person: local **Natural person: foreign** Sole proprietor

Legal status*

Consenting age Minor Estate late Under administration/insolvent

Surname*

Title First name(s)*

Maiden name/Previous surname (if applicable)

Preferred name

Gender*

Male Female

Date of birth*

/ /

Nationality/Country of birth

Citizenship 1*

Citizenship 2*

Citizenship 3*

Country of primary residence

Identity number*

Passport number(s), if foreign national

Passport number	Country of issue	Expiry date
_____	_____	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
_____	_____	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
_____	_____	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
_____	_____	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Attach a certified copy of each passport.

Occupational status*

Employed: salaried Unemployed Self employed **Employed: commission** Student
 Retired/recipient of annuity income Dependant (non-income generating) Other - recurring

Industry*

For a detailed list, [CLICK HERE](#).

Employer name

Residential address*

Unit number

Complex name

Street number

Street/farm name

Suburb/district

City/town

Province

Country

Postal code

Postal address (if different to residential address)

City/town																																																		Province																																																	
Country																																																																											Postal code																								

Contact details*

home																																	work																																	cellphone																																	
fax																																																																																																			
email																																																																																																			

Authorised representative

If you are acting on behalf of the investor, or opening an investment for a minor, complete Annexure A (page 13), and attach your FICA documents and proof of authority, allowing you to represent the investor (no proof of authority is required for the parent of a minor). Refer to the document **FICA REQUIREMENTS FOR INDIVIDUALS for details on what FICA documents to submit.**

Resolution/Signing Authority/Mandate Yes No

Surname

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Title															First name(s)																																																																																				

Identity number (or passport number, if foreign national)

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Contact numbers

home																																	work																																	cellphone																																	
fax																																	email																																																																		

If you are opening an investment for a minor child, you confirm that you are the legal guardian of the child, and are legally competent to make decisions and give instructions on the child's behalf. By signing this application form, as the legal guardian of the child, you give us permission to process the child's personal information.

How would you like us to communicate with you?

Please indicate how you would like us to communicate with you. Email Post

Please indicate whether we may send information to you about our financial products Yes No

If you have no preference, we will send correspondence to your email address. If you have not provided an email address, we will send correspondence to your postal address. If you change your mind about receiving information about our financial products, you may notify us, in writing.

Tax reporting and self-certification

This tax self-certification section must be completed in respect of the investor. If you are representing the investor, or opening an investment for a minor, you must complete the Representative Self-certification in Annexure A (page 13).

As a manager of unit trusts, we have obligations as a reporting financial institution, in terms of the Tax Administration Act, to facilitate compliance with the international requirements of the *US Foreign Account Tax Compliance Act (FATCA)* and the Organisation for Economic Co-operation and Development (OECD) Common Reporting Standard for automatic exchange of financial account information (CRS). This means that we must collect information about each client's tax residency. If you are a U.S. Person, or if you are a tax-resident in any country other than, or in addition to, South Africa (or if we do not receive a valid self-certification from you), we are obliged to share your information with SARS, who may in turn share your information with the tax authorities in the relevant jurisdiction(s). We may not open your investment account, unless we have received a self-certification from you.

As a financial institution, we are not allowed to give tax advice. If you have any questions about your tax residency, please contact your tax adviser.

Are you resident for tax purposes¹ in any country other than, or in addition to, South Africa? Yes No

If yes, please list all countries in which you are resident for tax purposes¹ and indicate the tax identification number (TIN) for each of those countries. If a country does not issue a TIN, please provide an equivalent number, for example, a registration number or similar official identification number.

If you cannot provide a TIN or other equivalent number, please provide one of the following reasons:

- **Reason A** – The country does not issue TINs to its residents.
- **Reason B** – You are not required to be registered for tax.
- **Reason C** – The domestic law of the country does not require the TIN to be disclosed.

Country	TIN or equivalent number	If no TIN is available enter reason A, B or C

¹ The taxation laws of a country will determine whether you are a tax resident of that country. If you are unsure about your tax residency, please contact your tax adviser.

Declaration and undertaking

1. I declare that the above information is true, accurate and complete.
2. I undertake to immediately inform Alexander Forbes Investments, in writing, if there is a change in the circumstances of the investor or any representatives which causes the above information to be incorrect.
3. I understand that the information contained in this form may be reported to SARS and exchanged with tax authorities in other jurisdictions.

Signature of investor/representative _____

Date / /

Withholding tax declaration

South African tax legislation requires withholding agents, including Alexander Forbes Investments, to withhold the tax from the dividend, or interest, payments that are due to you, and pay the tax to SARS, on behalf of you (the beneficial owner). In some cases, you may be exempt from paying certain tax, or you may qualify for a reduced tax rate. You are required to declare information to the withholding agent, to ensure that the correct action is taken. Refer to the **UNIT TRUST TAX INFORMATION SHEET FOR INDIVIDUALS**, for more details.

Are you a South African tax resident²? Yes No Yes, but not registered for tax

If yes, please provide your South African Income Tax number.

² You are a South African tax resident, if you are physically present in South Africa for certain time periods, or if you are ordinarily resident in South Africa.

Foreign tax resident

This section only applies if you are tax resident in a country other than, or in addition to, South Africa.

As a foreign tax resident, your tax position is as follows:

- Unless you qualify for a reduced* dividends tax rate, we will withhold dividends tax at a rate of 20% on local dividends. You are exempt from dividends tax on foreign dividends, in terms of Section 64F(1)(j) of the *Income Tax Act*.
- We will withhold withholding tax on interest (WTI) at a rate, of 20% on local interest. You may qualify for a reduced* WTI rate. If you were physically present in South Africa for a period of 183 days, or more, during the twelve (12) month period before the date on which the interest is paid, you are exempt from WTI, in terms of section 50D(3)(a) of the *Income Tax Act*.
- Income from a REIT will not form part of your taxable income, for purposes of normal income tax, but we will withhold dividends tax at the dividends tax rate that applies to you.

* You may qualify for a reduced dividends tax rate, and/or WTI rate, if the Agreement for the Avoidance of Double Taxation (DTA) between South Africa and your country of residence makes provision for a reduced rate. Please refer to the section on REDUCED RATES in our **UNIT TRUST TAX INFORMATION SHEET FOR INDIVIDUALS** that is available on our website, and complete, and sign the declaration on the next page:

Source of wealth

Where does your **wealth** come from?

<input type="checkbox"/> Business Ownership	<input type="checkbox"/> High-Value Assets	<input type="checkbox"/> Inheritance
<input type="checkbox"/> Intellectual Property	<input type="checkbox"/> Investments	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Retirement Accounts	<input type="checkbox"/> Savings and Cash Reserves	
<input type="checkbox"/> Other, please specify	<input type="text"/>	

***This information is required by the FIC Act, to identify potential money laundering. We reserve the right to request documentary proof of your source of funds and/or source of income, as indicated above.**

Do you wish to phase-in your investment?

Our phase-in option allows you to invest a lump sum in the AF Investments Superior Yield Unit Trust (Class A) and switch (phase) this lump sum into other portfolios over your selected period.

- The minimum phase-in period is three (3) months, and will be allocated in equal amounts over the selected period.
- A phase-in happens on the 10th of each month. Where your investment happens after the 10th of the month, you can only phase in on the 10th of the following month.
- Your documents must reach us by the 5th business day before the 10th of the month, from which you would like to invest.
- When you invest into the AF Investments Superior Yield Unit Trust your financial adviser may only charge a maximum initial fee of 0.60%.

Do you wish to use our phase-in option? Yes No

What is your phase-in period? 3 months 6 months 9 months 12 months 24 months

Which portfolio(s) will you phase into?

Portfolio(s)	Rand value or Percentage			
	R	or		%
	R	or		%
	R	or		%
	R	or		%
	R	or		%
Total	R	or		%

Payment details

How do you wish to pay for your investment?

- Electronic/internet transfer** (this may take up to two (2) days to appear in our bank account.)
- Once-off direct debit**
Complete the Once-off debit instruction section below.
Electronic collection is restricted to a maximum of R1 000 000 per direct debit, per business day. We will debit your account within two (2) business days of receiving the application form. **We have a 45-day clearance period on once-off debit deductions.** This means you cannot disinvest those units for the first 45 days of investment.
- Regular contributions**
Complete the Regular Debit Order Authorisation section. **We have a 45-day clearance period on regular contributions made by way of a debit order.** This means you cannot disinvest those units for the first 45 days of investment.

Alexander Forbes Investments' banking details

In accordance with the requirements under the FIC Act, we do not reflect our banking details on our forms. In order to meet our obligations in this regard, we will first establish and verify your identity, before your financial adviser will send our banking details to you.

Starting on 1st 15th 25th of

Annual increase date
 / /

Annual increase rate
 5% 10% 15% 20%

Frequency
 Monthly Quarterly Bi-annually Annually

Debit orders are applied on the **1st**, **15th** or **25th** of each month. If the day you have chosen falls on a weekend or public holiday, the debit order will be applied on the next business day.

Debit orders

The amount deducted from your bank account will have the reference AFINVLTD including the Investor Number.

1. I confirm that each withdrawal from the bank account will be treated as though it was duly authorised.
2. I hereby authorise Alexander Forbes Investments to debit the above bank account.
3. I hereby agree that although this authority and mandate may be cancelled by me, such cancellation will not cancel the investment.
4. I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African banks.
5. I also understand that details of each withdrawal will be printed on my bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the investment.
6. I/We shall not be entitled to any refund of amounts which you have withdrawn while this investment was in force, if such amounts were legally owing to you.
7. I/We understand that when a debit order is returned due to insufficient funds, the debit order will be cancelled and I/we will have to apply for a new debit order instruction for the reinstatement of the debit order.
8. I/We understand that should we wish to amend or cancel the debit order instruction, a "Change of Debit Order" form will be completed and sent to Alexander Forbes Investments seven (7) business days prior to the scheduled debit order dates outlined above.

Signature of account holder _____

Date / /

Income distribution

What do you wish to do with your income distribution?

If you reinvest your income distributions, you will be issued with more units. If you do not choose one of the options below, we will reinvest your income into your current portfolio.

- Re-invest into your current portfolio
- Re-invest into a different portfolio (please list the portfolio(s) below).

Portfolio(s)	Rand amount
	R
	R
	R

Pay the income earned into my bank account (from the list of portfolios below)

Portfolio(s)	Rand amount
	R
	R
	R

Regular withdrawal details

Do you wish to receive a regular withdrawal from your investment account?

Yes No

We have a 45-day clearance period on direct debits and debit orders. This means that **NO** units can be disinvested for the first 45 days of investment. If you select a regular withdrawal, the first payment will only be made once the units have cleared.

If any withdrawal results in the market value of your investment account being R2 500 or less, we will disinvest your remaining units and pay you in full and final settlement.

Portfolio(s)	Rand amount
	R
	R
	R

Frequency of payments

Monthly Quarterly Bi-annually Annually

Starting date

d d / m m / y y y y

If you do not indicate a frequency, we will pay regular withdrawals monthly.

Payments

- If we receive your instruction before 13:00 on the 20th of a month, we will process your payment within three (3) business days and make payment on the 24th (or the next business day, if the 24th is not a business day). The payment may take up to two (2) days to reflect in your bank account.
- If we receive your instruction after 13:00 on the 20th of a month, we will process your payment in the following month and make payment on the 24th of that month (or the next business day, if the 24th is not a business day). The payment may take up to two (2) days to reflect in your bank account.

Banking details for payment to you

Attach a certified copy of a bank statement or letter from the bank (not older than three (3) months), to confirm the banking details below. This information is needed for payment of income distributions, withdrawals and/or disinvestments. We cannot make payments into a third party's bank account. We can only make payment into your bank account, which must be a South African bank account.

Name of bank

Branch code

Name of branch

Account holder

Account number

Account type

Current Savings

Charges

To fully understand the costs involved for this application, please speak to your financial adviser or call our Contact Centre on 0860 333 316, to obtain an effective annual cost (EAC) disclosure.

Financial adviser charges (if applicable)

- If your adviser does not indicate an initial charge, 0% will apply.
- The initial adviser charge applies to all lump sums and debit orders.
- If your adviser does not indicate an annual adviser charge, 0% will apply.
- If your adviser indicates a percentage that is more than the portfolio maximum, then the portfolio maximum will apply.
- We will recover an amount equal to the annual adviser charges (excluding VAT), by selling units in your portfolio.
- The annual adviser charge accumulates daily and is paid to your financial adviser monthly.

Annual service charge

- We levy an annual service charge for the management and administration of a portfolio.
- The annual service charge (see below) is calculated and accrued daily, and paid monthly.
- From the annual service charge, we pay an investment management charge to the investment managers we appoint.

ALEXANDER FORBES INVESTMENTS	ADVISER CHARGES			
	Annual service charge (Incl. VAT)	Maximum initial adviser charge (incl. VAT)	Initial adviser charge (excl. VAT)	Annual adviser charge (excl. VAT)
Class A				
AF Investments Aggressive Passive Unit Trust ¹	0.35% p.a.	3.45%		
AF Investments Conservative Passive Unit Trust ¹	0.35% p.a.	3.45%		
AF Investments Conservative Managed Unit Trust	1.15% p.a.	3.45%		
AF Investments Enhanced Income Unit Trust	0.92% p.a.	3.45%		
AF Investments Equity Fund of Funds ²	0.58% p.a.	3.45%		
AF Investments Flexible Fund of Funds ²	0.58% p.a.	3.45%		
AF Investments Global Equity Feeder Fund ³	0.00% p.a.	3.45%		
AF Investments Inflation Linked Bond Unit Trust	1.15% p.a.	0.69%		
AF Investments Institutional Equity Unit Trust	1.50% p.a.	3.45%		
AF Investments Performer Managed Unit Trust	1.15% p.a.	3.45%		
AF Investments Property Equity Unit Trust	1.50% p.a.	3.45%		
AF Investments Pure Fixed Interest Unit Trust	0.86% p.a.	0.69%		
AF Investments Real Return Focus Unit Trust	1.21% p.a.	3.45%		
AF Investments Strategic Global Balanced Feeder Fund ³	0.00% p.a.	3.45%		
AF Investments Superior Yield Unit Trust	0.61% p.a.	0.69%		

Key

1. The AF Investments Aggressive Passive Unit Trust and the AF Investments Conservative Passive Unit Trust are not available for investment by entities incorporated or managed in the United States.
2. A fund of funds portfolio is a unit trust that, apart from having assets in liquid form, only invests in other unit trusts that levy their own charges. This could result in higher charges for these unit trusts than the maximum annual service charge listed above.
3. A feeder fund portfolio is a unit trust that, apart from having assets in liquid form, is made up entirely of units in a single portfolio of a unit trust that levies its own charges, which could result in a higher fee structure for the feeder fund.

Portfolio information

1. If a portfolio invests into other portfolios of Alexander Forbes Investments, or of other companies within the Alexander Forbes group, no manager charge may be levied on the underlying portfolios.
2. We are allowed to deduct additional charges from the portfolios, including but not limited to: trustee charges, bank charges, audit fees, STT (Securities Transfer Tax), brokerage fees and VAT.
3. Unit prices are based on net asset value and assets in liquid form. The net asset value is equal to the total market value of all assets in the portfolio, including any income earned, less any deductions allowed from the portfolio, divided by the number of units issued.
4. All charges were correct at the date of publication.
5. For more information on these portfolios, refer to the latest **PORTFOLIO SUMMARY** or **MINIMUM DISCLOSURE DOCUMENTS** (fact sheets) that are available on our website, or on request from us or from your financial adviser.
6. For more information on the classes available for investment in a portfolio and the total investment charges (which consist of transactional costs (TC) and the total expense ratio (TER)), refer to our **SCHEDULE OF FEES AND CHARGES** with maximum commissions that is available on our website, or on request from us or from your financial adviser.

Investor declaration

1. I/We warrant that all the information provided by me/us in this application form, and all supporting documents, are true, accurate and complete, at the date of submission.
2. Before completing this form, and in order to make an informed investment decision, I have read and understood the following documents:
 - The **MINIMUM DISCLOSURE DOCUMENT(S)** (fact sheet(s)) that are relevant to the portfolio(s) of my/our choice, and that are available on your website, or on request from you, or my/our financial adviser.
 - The **PORTFOLIO SUMMARY**, that is available on your website, or on request from you, or my financial adviser.
3. I/We have read and understood the following documents that form part of this application form:
 - The **TERMS AND CONDITIONS**, that are available on your website, or on request from you, or my financial adviser. I/We agree to these Terms and Conditions and am aware that they may be amended from time to time.
 - The **UNIT TRUST TAX INFORMATION SHEET FOR INDIVIDUALS**, that is available on your website, or on request from you, or my our financial adviser.
4. I/We were satisfied to access information, including the abovementioned documents, on your website. To the extent that I/we were not satisfied to access information on your website, I/We have requested the relevant documents and/or information from you or my/our financial adviser.
5. I/we understand all fees and charges applicable to this investment.
6. I/we have not received any advice from Alexander Forbes Investments in respect of this application.
7. I/we confirm that I/we have been provided with an effective annual cost (EAC) disclosure for this transaction, and have read and understood the effect on my/our investment. The EAC is a measure that has been introduced, to allow me/us to compare the charges that I/we incur and their impact on my/our investment's returns, when I/we invest in different financial products. The EAC is made up of four components: investment management charges, advice charges, administration charges, and other charges, which is expressed as an annualised percentage. The figures only show the estimated impact of immediate and future charges, and do not include the impact of any charges that I have already incurred. I know that the effect of some of the charges may vary, depending on my investment period. The EAC calculation assumes that I/we terminate my/our investment in the financial product at the end of the relevant period.
8. I/we will notify you, if there is a change to the circumstances that impact the information captured in this form, including the annexures thereto (for example, my tax residency status and/or any of my personal information).

Signature of investor _____

Date

d	d	/	m	m	/	y	y	y	y
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Personal information, privacy and security

Find out how we protect your personal information, privacy and security.

Investor declaration

I know that Alexander Forbes Investments Unit Trusts Limited (you) will use my information, as well as the personal information of the representatives (our personal information), to consider this application for an investment in a Unit Trust. If you accept the application, you may:

- process our personal information, to administer the contract with you, and for related purposes;
- process the child's personal information, where the investor is a minor child, and I am the legal guardian of the child.
- give our personal information (electronically or otherwise) to:
 - a third party, contracted to you, to provide services to you, so that the third party can provide services, or products, to you, on behalf of us;
 - a third party, contracted to you, so that you can confirm our personal information;
 - any person related to you (as described in the Companies Act) and your associates, who provide services (like administration services) to you.

Signature of investor _____

Date

d	d	/	m	m	/	y	y	y	y
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Street number Street/farm name

Suburb/district

City/town

Province

Country Postal code

Contact details

home work cellphone

fax email

Postal address (if different to residential address)

Province

City/town Postal code

Tax information

Are you a South African tax resident? Yes No

If yes, please provide your South African income tax number (SAITN)

Are you resident for tax purposes² in any country other than, or in addition to, South Africa? Yes No

If yes, please list all countries in which you are resident for tax purposes², and indicate the applicable tax identification number (TIN) for each of those countries. If a country does not issue a TIN, please provide an equivalent number, for example, a registration number or similar official identification number.

If you cannot provide a TIN or other equivalent number, please provide one of the following reasons:

- **Reason A** – The country does not issue TINs to its residents.
- **Reason B** – You are not required to be registered for tax.
- **Reason C** – The domestic law of the country does not require the TIN to be disclosed.

Country	TIN or equivalent number*	If no TIN is available enter reason A, B or C

¹ You are a South African tax resident if you are physically present in South Africa for certain time periods or if you are ordinarily resident in South Africa. An entity is a South African Tax resident if the entity was incorporated in South Africa or is effectively managed in South Africa.

² The taxation laws of a country will determine whether you are a tax resident of that country. If you are unsure about this person's tax residency, please contact your tax or financial adviser.

Declaration and undertaking

1. I declare that the above information is true, accurate and complete.
2. I undertake to immediately inform Alexander Forbes Investments, in writing, if there is a change in circumstances that causes the above information to be incorrect.
3. I understand that the information contained in this form may be reported to SARS and exchanged with tax authorities in other jurisdictions.

Signature _____

Date

Annexure B - Important information

Contact details

Alexander Forbes Investments Unit Trusts Limited	
Name	Alexander Forbes Investments Unit Trusts Limited
Registration number	2001/015776/06
Tel number	+27 (0) 11 505 6000
Fax number	+27 (0) 11 263 1311
Postal address	PO Box 786055, Sandton, 2146
Email address	afinvestcontactcentre@alexforbes.com

Alexander Forbes Investments Limited	
Name	Alexander Forbes Investments Limited
Registration number	1997/000595/06
Tel number	+27 (0) 11 505 6000
Fax number	+27 (0) 11 263 1001
Postal address	PO Box 786055, Sandton, 2146
FAIS Licence number	711
Insurer number	10/10/1/155

Ombud for Financial Services Providers	
Name	FAIS Ombud
Tel number	+27 (0) 12 762 5000
Sharecell	+21 (0) 86 066 3274
Fax number	+27 (0) 12 348 3447
Postal address	PO Box 74571, Lynnwood Ridge, 0040
Physical address	125 Dallas Avenue Menlyn Central, Waterkloof Glen, Pretoria 0010
Email address	info@faisombud.co.za
Complaints about our service	hestie@faisombud.co.za
Enquiries on status of complaints	enquiries@faisombud.co.za
Anonymous Fraud Hotline	+21 (0) 80 111 6666
Website	www.faisombud.co.za

Financial Sector Conduct Authority	
Name	Financial Sector Conduct Authority
Tel number	+27 (0) 12 428 8000
Fax number	+27 (0) 12 346 6533
Physical address	41 Matroosberg Road Ashlea Gardens Pretoria South Africa 0081
Email address	cis.complaints@fsc.co.za
Website	www.fsc.co.za

Transaction timelines

To ensure efficient handling of your application, it is important that all the initial stated requirements are supplied together with the completed application form. You agree to provide all documentation and information required in terms of the *FIC Act* as amended, and understands that Alexander Forbes Investments, as an AI, is prohibited from processing any business transactions on your behalf until all such documentation and information has been received as part of its customer due diligence procedures. We may also at any time require additional information to meet our statutory obligation in this regard as part of our due diligence procedure. Your prompt response to our requests, where the information form is incomplete or we have outstanding documentation or both, will assist us to meet your expectations.

Instruction	Cut-off time for receipt of instruction and all requirements	Business days to process	Business days to buy or sell	Business days to value
Contributions	Before 13:00 on day 1	Day 1	Day 1	Day 1
	After 13:00 on day 1	Day 2	Day 2	Day 2
Switches between Alexander Forbes Investments Portfolios ¹	Before 13:00 on day 1	Day 1	Day 1	Day 1
	After 13:00 on day 1	Day 2	Day 2	Day 2
Disinvestments ²	Before 13:00 on day 1	Day 1	Day 1	Day 1
	After 13:00 on day 1	Day 2	Day 2	Day 2

Time periods for other transactions

Phase-ins	All phase-ins will be processed on the 10th of every month. If the 10th is not a business day, then the phase-in will be done on the next business day. Value will be given at the date of the actual transaction. All phase-in instructions, together with all business requirements, need to be received by 13:00 on the 5th business day before the 10th of the month.
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- When you switch between portfolios, we need to disinvest units from one portfolio and invest it in another. We can only invest the money for the switch when we have received it from the portfolio from which you are disinvesting.
- We will disinvest from your portfolio(s) once you have met all requirements – this normally takes two (2) business days.

CIS disclosures

Risks (portfolio specific)

Derivatives: There is no assurance that a portfolio's use of a derivative strategy will succeed. A portfolio's management may employ a sophisticated risk management process, to oversee and manage derivative exposures within a portfolio, but the use of derivative instruments may involve risks different from, and, in certain cases, greater than, the risks presented by the securities from which they are derived.

Exposure to foreign securities: Foreign securities within portfolios may have additional material risks, depending on the specific risks affecting that country, such as: potential constraints on liquidity and the repatriation of funds; macroeconomic risks; political risks; foreign exchange risks; tax risks; settlement risks; and potential limitations on the availability of market information. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down. Investors are reminded that an investment in a currency other than their own may expose them to a foreign exchange risk.

Drawdown: The potential magnitude of loss – the largest peak-to-trough decline in returns over the period, also known as the maximum drawdown.

Liquidity: The risk that a given security or asset cannot be traded quickly enough in the market to prevent a loss (or make the required profit).

Equities: The value of equities may vary according to company profits and future prospects, as well as more general market factors. In the event of a company default, the owners of their equity rank last in terms of any financial payment from that company.

Bonds: The value of fixed income investments (e.g. bonds) tends to decrease when interest rates and/or inflation rises. Bonds issued by major governments and companies, will be more stable than those issued by emerging markets or smaller corporate issuers. If an issuer experiences financial difficulty, there may be a risk to some, or all, of the capital invested. Any historical or current yields quoted should not be considered reliable indicators of future performance.

Money market portfolios: A money market portfolio is not a bank deposit account. A variable price (VNAV) is applied to a participatory interest. The total return to the investor is made up of interest received and any gain or loss made on any particular instrument, and in most cases the return will merely have the effect of increasing or decreasing the daily yield, but in the case of abnormal losses, it can have the effect of reducing the capital value of the portfolio. Excessive withdrawals from the portfolio may place the portfolio under liquidity pressures, and in such circumstances a process of ring-fencing of withdrawal instructions and managed pay-outs over time may be followed.

Fund of funds: A fund of funds is a portfolio that invests in portfolios of collective investment schemes (unit trusts) that levy their own charges, which could result in a higher fee structure for the fund of funds.

Feeder funds: A feeder fund is a portfolio that invests in a single portfolio of a collective investment scheme, which levies its own charges and which could result in a higher fee structure for the feeder fund.

For a detailed description of these risks, and other risks that are relevant to the portfolio, please refer to the **CIS RISK DISCLOSURE DOCUMENT**, available on the website.

General

Collective investment schemes (unit trusts) are generally medium-term to long-term investments. The value of participatory interests (units) or the investment may go down as well as up. Past performance is not necessarily a guide to future performance. Collective investment schemes are traded at ruling prices and can engage in borrowing and scrip lending (i.e. borrowing and lending of assets). The manager does not provide any guarantee, either with respect to the capital or the return of a portfolio. Different classes of participatory interests apply to these portfolios and are subject to different fees and charges. A schedule of all fees and charges, inclusive of VAT and maximum commissions, is available on request from us or from your financial adviser. Forward pricing is used.

Redemptions

The collective investment scheme may borrow up to 10% of the market value of the portfolio to bridge insufficient liquidity. The ability of the portfolio to repurchase, is dependent upon the liquidity of the securities and cash of the portfolio. A manager may suspend repurchases for a period, subject to regulatory approval, to await liquidity, and the manager must keep the investors informed about these circumstances.

Yields

The yield for bond and income portfolios is historic and is calculated quarterly. The yield for the money market portfolio is calculated daily. The yield is calculated by means of a yield curve, which will be the daily updated average of the Negotiable Certificate of Deposit (NCD) rates that are published by the four major South African banks, namely First National Bank, ABSA Bank, Standard Bank and Nedbank. A compounding formula is applied to the curve, depending on whether the instrument pays interest annually (NACA), semi-annually (NACS), or quarterly (NACQ).

Prices

The latest **PRICES** and TER are published daily in the Business Report (South Africa's National Financial Daily) and are made available on our website.

Performance fees

Performance fees are not levied on the portfolio.

Performance returns

Lump-sum performance returns are being quoted. Income distributions, prior to deduction of applicable taxes, are included in the performance calculations. NAV to NAV figures have been used for the performance calculations, as calculated by the manager at the valuation point defined in the deed, over all reporting periods. Investment performance calculations are available for verification upon request

by any person. Reinvestment of income is calculated on the actual amount distributed per participatory interest, using the ex-dividend date NAV price of the applicable class of the portfolio, irrespective of the actual reinvestment date. The performance is calculated for the fee class. The individual investor performance may differ, as a result of initial fees, the actual investment date, the date of reinvestment and dividend withholding tax. The rate of return is calculated on a total return basis, and the following elements may involve a reduction of the investor's capital: interest rates, economic outlook, inflation, deflation, economic and political shocks or changes in economic policy. Annualised returns are period returns re-scaled to a period of one year. This allows investors to compare returns of different assets that they have owned for different lengths of time. All period returns greater than one year have been annualised. Returns for periods less than one year have not been annualised. A cumulative return is the aggregate amount an investment has gained or lost over time, independent of the period of time involved. Actual annual figures are available to the investor on request.

Valuation and transaction cut-off time

The portfolio is valued daily, at the end of the day (18:00). The withdrawal instruction must be received before 13:00 on the pricing date, failing which, the next pricing date will apply.

Waiver of rights

Alexander Forbes Investments Limited may not request or induce an investor in any manner to waive any right or benefit conferred on the investor by legislation or accept or act on any such waiver.

Additional information

For additional information on the portfolios, refer to the following documents, available on our website, from your financial adviser, or on request from the manager, free of charge.

- **APPLICATION FORM FOR LEGAL ENTITIES**
- **ANNUAL REPORT**
- **FEE AND CHARGES SCHEDULE**
- **QUARTERLY GENERAL INVESTOR REPORT**
- **PORTFOLIO SUMMARY**

Complaints and conflicts of interest

The **COMPLAINTS POLICY AND PROCEDURE**, as well as the **CONFLICTS OF INTEREST MANAGEMENT POLICY**, are available on our website. Associates of the manager may be invested within certain portfolios, and the details thereof are available from the manager.

Closure of the portfolio

The manager has the right to close certain portfolios to new investors, in order to manage them more efficiently, in accordance with their mandates.

CONTACT DETAILS

CIS Manager

Alexander Forbes Investments Unit Trusts Limited

Registration number: 2001/015776/06

Physical address: 115 West Street, Sandown, 2196

Postal address: PO Box 786055, Sandton, 2146

Telephone number: + 27 (0)11 505 6000

Email address: afinvestments@alexforbes.com

Website address: www.alexforbes.com/za/en/

Directors: <https://www.alexforbes.com/za/en/about-us/company-directors>

The manager is registered as a manager of collective investment schemes, in terms of the *Collective Investment Schemes Control Act*. The manager, through Alexander Forbes Group Holdings Limited, is a member of the Association for Savings and Investment South Africa (ASISA).

Trustee

FirstRand Bank Limited, acting through RMB Trustee Services

Registration number: 1929/001225/06

Physical address: No. 3 First Place, Corner Jeppe and Simmonds Streets, Johannesburg, 2001

Postal address: PO Box 7713, Johannesburg, 2000

Telephone number: +27 (0) 87 736 1732

Email address: info@rmb.co.za

Website address: www.rmb.co.za

The trustee is registered as a trustee of collective investment schemes, in terms of the *Collective Investment Schemes Control Act*.

Investment Manager

Alexander Forbes Investments Limited

Registration number: 1997/000595/06

FSP number: 711

Insurer number: 10/10/1/155

Physical address: 115 West Street, Sandown, 2196

Postal address: PO Box 786055, Sandton, 2146

Telephone number: + 27 (0)11 505 6000

Email address: afinvestments@alexforbes.com

Website address: www.alexforbes.com/za/en/

The investment manager is an authorised Financial Services Provider (FSP), as discretionary FSP, in terms of section 8 of the *Financial Advisory and Intermediary Services Act (FAIS)*, and is a registered insurer licensed to conduct life insurance business. This information is not advice, as defined in FAIS. Please be advised that there may be supervised representatives.

Published date: December 2024